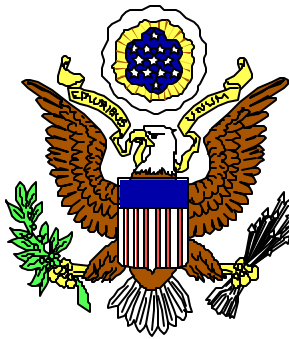


UNITED STATES BANKRUPTCY COURT
Western District of Washington



Creditor Manual

For Filing Claims and Claims Related Documents Electronically



Help Desk

The Clerk's Office has a Help Desk to answer questions while you're filing documents in the Electronic Case Files system. Call and a court staff member will be there to answer your questions:

206-370-5280 (7:30 am - 5:00 pm M-F) for **Seattle** cases

253-370-8937 (7:30 am - 5:00 pm M-F) for **Tacoma** cases

You also can send an Email to the

Seattle Help Desk at ECFHelp_Seattle@wawb.uscourts.gov ,

Tacoma Help Desk at ECFHelp_Tacoma@wawb.uscourts.gov.

Need to speak with someone at the court about a non-ECF matter? Here are some important telephone numbers for you:

All general information and questions regarding filing cases,

call (206) 370-5200 for the Seattle area

call (253) 593-6310 for the Tacoma area

To **register for Public Access to Court Electronic Records (PACER)** to view case files over the Internet, call 1-800- 676-6856.

If you have questions about a **specific case, other than how to file electronically**, you can call the case manager. Cases are assigned according to the last two digits **(terminal digits)** of the case number. Check the court's Telephone List on the Web site at <http://www.wawb.uscourts.gov> for the case manager's extension.

For questions related to **hearings/trials** or to **request a hearing date**, please contact the judge's secretary or courtroom deputy.

Chief Judge Karen Overstreet	Duffy Clarke, Secretary	(206) 370-5336
	Phyllis Jones, Courtroom Deputy	(206) 370-5331
Judge Philip Brandt (Seattle Chambers)	Suzan Gallup, Courtroom Deputy	(206) 370-5321
Judge Philip Brandt (Tacoma Chambers)	Juanita Kandi, Secretary	(253) 593-6345 ext 4020
	Mary Snarski, Courtroom Deputy	(253) 593-6345 ext 4022

Judge Thomas Glover	Dianne Berst, Secretary Kim Kelley, Courtroom Deputy	(206) 370-5316 (206) 370-5311
Judge Paul Snyder	Debby Vincent, Secretary Shawn Utley, Courtroom Deputy Pattie Adams, Ch 13 Courtroom Deputy	(253) 593-6342 ext 4038 (253) 593-6342 ext 4016 (253) 593-6342 ext 4041
Judge Samuel Steiner	Ruth Barnett, Secretary Janice Brooks, Courtroom Deputy	(206) 370-5306 (206) 370-5301

Using a Browser to Log On To Electronic Case Files (ECF)

The following instructions will guide you in the basic use of a browser to log on to the Electronic Case Files (ECF) system. You should use Internet Explorer 5.5 or higher. This is the **ONLY** browser supported by the most recent version of Treasury's Pay.gov system, version 3.2. Other browsers may work, but are not supported by the Department of Treasury. Netscape 4.7 will work in CM/ECF as long as interaction with Pay.gov for fee payment is not necessary.

- STEP 1** On your PC desktop, access **Internet Explorer** by clicking on the icon. (Internet Explorer **Figure 1**).



Internet Explorer.lnk

Figure 1

- STEP 2** The **NETSCAPE COMMUNICATOR** or **INTERNET EXPLORER** screen displays.

- ☐ Enter the URL for the ECF document filing system or training database.

- ☐ To access the ECF site, enter

<https://ecf.wawb.uscourts.gov>

☐ To access the training database, enter

<https://ecf-train.wawb.uscourts.gov>

- STEP 3** The **WELCOME TO U.S. BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF WASHINGTON** page displays.

- ☐ Select the [Western District of Washington - Document Filing System](#) hyperlink

STEP 4 The **ECF/PACER LOGIN** screen displays.

- ☐ Enter the ECF login and password that you received when you registered to be an Electronic Case Files participant. This is the login you'll use to electronically file documents.


OR

- ☐ Enter your Public Access to Court Electronic records PACER login and password to view electronic case files. If you do not have a PACER account contact the PACER Service Center at: <http://pacer.psc.uscourts.gov>.

STEP 5 The ECF Menu Bar displays **(See Figure 1.)**



Figure 1

- ☐ Select [Bankruptcy](#) from the Menu Bar.
- ☐ Click the yellow question mark  help icon for further information about the categories on the Menu Bar.

STEP 6 To **LOGOUT** of the ECF system:

- ☐ Click on the Logout button on the Menu Bar.
- ☐ To close the browser, click the close icon, or the X in the top right corner of the Menu Bar.

Converting A Document To PDF

The following instructions will guide you through the process of converting a word processing document to Portable Document Format (PDF). For this example MS Word 2000 and WordPerfect 9 are used. Once a document is saved in PDF it can not be modified. Documents transmitted to the Electronic Case Files system must be in this format.

- | When Adobe Acrobat is installed on your system it creates PDF Writer. You will choose this as your 'Printer' when saving the document as PDF. The PDF writer allows you to name the file and save it in a directory on your hard drive or computer network.
- | You will need to print and scan the Proof of Claim if you're using a computer program other than word processing.

Requirements:

- | Word processing software. For example: MS Word or WordPerfect.
- | Adobe PDF Writer
- | Scanner (optional)

STEP 1 Prepare the Proof of Claim form, the Notice of Transfer of Claim or the Withdrawal of Claim document.

STEP 2 Convert the document to PDF.

- ' Click the print icon on your word processor toolbar.
- ' Select **Adobe PDF Writer** from your list of available printers.
- ' Name the document with the extension .pdf or select PDF files in the **Save as type**: box.
- ' Optionally, scan the document and save it as a PDF file.

STEP 3 Save the claim form or document to a folder on the computer hard drive or network where it may easily be retrieved later.

' Click the **Save** button.

TIPS FOR NAMING A DOCUMENT:

Create a file name that clearly identifies the case and the type of document.

! Use the case number or debtor's name as part of the file name, and identify the type of document: jsmith-transfer or 02-12345claim.

% **NOTE:** If you have more than one Proof of Claim for the same case, use a number after each document to identify it. **Example: 02-1234claim1.pdf, 02-1234claim2.pdf.**

PROOF OF CLAIM

These instructions will guide you through the process of filing a Proof of Claim, and add a creditor to a case if one is missing.

- STEP 1** Click the [Bankruptcy](#) hypertext link on the ECF Main Menu. (See Figure 1.)

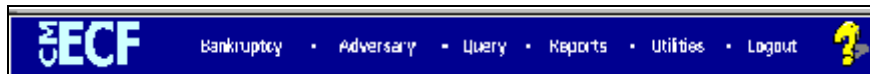


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- ' Click [File Claims](#) from the list of categories.

- STEP 3** The **SEARCH FOR CREDITOR** screen displays.

- ' Enter the case number, including the hyphen, YY-NNNNN.
- ' Click **[Submit]**.

% NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- STEP 4** The **SELECT A CREDITOR FOR CLAIM** screen displays.

- ' Click the — down arrow to scroll through the list of creditors.
- ' Click the creditor's name to select it.
- ' Click on **[Submit]**.

% NOTE: If the creditor is not listed, skip to **STEP 8** for instructions on how to add a creditor.

STEP 5 The **PROOF OF CLAIM INFORMATION** screen displays.

Proof of Claim Information For

Creditor Name
 Street Address
 City, State, ZIP

Case Number 02-00000-XYZ	Claim No:	Amends Claim #	Duplicates Claim #	Filed By: Creditor
Last Date To File:	Last Date To File (Govt):	Date Filed: 03/01/02	Late: NO	Status:
Amount claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Amount Allowed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Description				
Remarks				

- ' Fill in the Proof of Claim Information as follows:

The gray areas are automatically filled.

[Amends Claim #] Always leave blank.

[Duplicates Claim #] If the claim duplicates one previously filed, enter the claim number.

[Filed by] Accept the default Creditor.

[Late:] Accept the default No. The trustee or Debtor in Possession will determine if the claim was filed after the due date.

[Status] Always leave blank.

- ' Fill in the Amount Claimed information by category.

& **NOTE:** Amounts must be entered without \$ signs or commas. Use periods to denote decimals. The amounts in the different categories will be totaled and displayed in the Total (Display) box.

- ' Fill in the Description and Remarks boxes with additional comments to describe the claim, if applicable.
- ' Click **[Submit]**.

STEP 6: The **SELECT THE PDF DOCUMENT** screen appears.

& **NOTE:** Before you attach the claim it must be converted to a PDF format and stored in a folder on a hard drive or computer network.

- ' Click on the **[Browse]** to locate the claim on the hard drive or network.
- ' Click on the Files of type — symbol.
- ' Select *All Files*.
- ' Highlight the Proof of Claim PDF file.
- ' Click on Open.
- ' Click **[Next]** if the filename is correct.

STEP 7: The **NOTICE OF ELECTRONIC CLAIMS FILING** screen appears

- ' Print a copy of the screen for your records. This is the verification of the date and time the claim was filed with the court.

& **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at:
<http://pacer.psc.uscourts.gov>.

FOLLOW THESE INSTRUCTIONS IF THE CREDITOR IS NOT LISTED IN STEP 4.

STEP 8: At the **SELECT A CREDITOR FOR CLAIM** screen.

- ' Select **[Add Creditor]**.
- ' Click **[Submit]**.

STEP 9: The **CREDITOR PROCESSING** screen appears.

- ' Click **[Submit]**. The case number is correct.

STEP 10: The **ADD CREDITOR(S)** screen appears.

- ' Enter the creditor's name and address in the following format:

Name: Jane Doe
Address 1 1111 1st Ave SW
Address 2 Seattle, WA 98158

- ' Leave Type at the default Creditor .
- ' Click the Last Entry radio button.
- ' Click **[Submit]**.

STEP 11: The **ADD CREDITOR(S)** screen appears with total number of creditors entered .

- ' Click **[Submit]**.

STEP 12: The **CREDITORS RECEIPT** screen appears.

- ' Click **[File A Proof of Claim]**.
- ' Follow **STEP 4 - STEP 7** to file your claim.

NOTICE OF TRANSFER OF CLAIM

This procedure explains how to file a Notice of Transfer of Claim.

- STEP 1** Click the [Bankruptcy](#) hypertext link on the ECF Main Menu. (See Figure 1.)

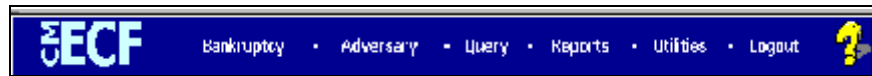


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays.
- ' Click the [Creditor Claim Actions](#) hypertext link.

- STEP 3** The **CASE NUMBER** screen displays.
- ' Enter the case number, including the hyphen, YY-NNNNN.
 - ' Click **[Submit]**.

% NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- STEP 4** The **SELECT ANY ADDITIONAL ATTORNEY(S)** screen displays.
- ' Click **[Submit]** to skip this screen.

- STEP 5** The **SELECT THE PARTY** screen appears.
- ' Click on the creditor's name to highlight it.
 - ' Click **[Submit]**.

STEP 6: The **FILE A CLAIM ACTION** screen displays.

- ' Click the — arrow and select Notice of Transfer of Claim-Creditor Menu from the pick list.
- ' Click **[Submit]**.

& **NOTE:** Before you attach the Notice of Transfer of Claim document it must be converted to a pdf format and stored in a folder on your hard drive or computer network. The document must include a /s/ signature or an image of a signature.

STEP 7: The **SELECT PDF DOCUMENT** screen displays.

- ' Click on the **[Browse]** to locate the Notice of Transfer of Claim on your hard drive or network.
- ' Click on the Files of type — symbol.
- ' Select *All Files*.
- ' Highlight the Proof of Claim PDF file.
- ' Click on Open.
- ' Click **[Submit]** if the filename is correct.

STEP 8: The **ENTER TRANSFEROR/TRANSFeree** screen displays.

- ' Enter the name of the Transferor.
- ' Enter the name of the Transferee.
- ' Click **[Submit]**.

STEP 9: The **DOCKET TEXT: MODIFY AS APPROPRIATE** screen appears

- ' Enter additional remarks in the text box, if applicable.
- ' Click **[Submit]**.

STEP 10: The **DOCKET TEXT: FINAL TEXT** screen appears

- ' Click on **[Submit]** if the final text is accurate, or
- ' Click on the browser back button to find the screen, make the correction, and resubmit.

STEP 11: The **NOTICE OF ELECTRONIC FILING** screen appears

- ' Print a copy of the screen for your records. This is the verification of the date and time the Notices of Transfer of Claim was filed with the court.

& **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at:
<http://pacer.psc.uscourts.gov>.

Reaffirmation Agreement

This procedure explains how to file a Reaffirmation Agreement.

- STEP 1** Click the [Bankruptcy](#) hypertext link on the ECF Main Menu. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- ☐ Click the [Creditor Claim Actions](#) hypertext link.

- STEP 3** The **CASE NUMBER** screen displays.

- ☐ Enter the case number, including the hyphen, YY-NNNNN.
- ☐ Click **[Submit]**.

- **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- STEP 4** The **FILE A CLAIM ACTION** screen displays.

- ☐ Click the ▼ arrow and select *Reaffirmation Agreement (filed by Creditor)* from the pick list.
- ☐ Click **[Submit]**

- **NOTE:** Before you attach the Reaffirmation Agreement document it must be converted to a pdf format.

- STEP 5** The **ATTORNEY SELECTION** screen displays.

- ☐ Click **[Submit]** to proceed.

- ☐ When prompted Note: you have not selected an attorney, click the **OK** button.

STEP 6 The **SELECT THE PARTY** screen displays.

- ☐ Click on the creditor's name to highlight it. Note: If the creditor's name is not listed, click on **Add/Create New Party** to add the party to the case.
- ☐ Click **[Submit]**.

STEP 7 The **SEARCH FOR PARTY** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ☐ Enter the party's last or business name in that field.
- ☐ Click **[Search]**.

STEP 8 The **PARTY SEARCH** screen displays. *(Optional: Displays only when selecting Add/Create New Party).*

- ☐ Click on the party's name to select them.
- ☐ Click **[Select name from list]**.
 - ☐ Click **[Create new party]** and add the party's information when they are not listed.

STEP 9 The **PARTY INFORMATION** screen displays.

- ☐ The party's role type is **Creditor**.
- ☐ Click **[Submit]**.

STEP 10 The **PARTY SELECTION** screen displays.

- ☐ Click **[Submit]**.

STEP 11 The **SELECT PDF DOCUMENT** screen displays.

- ☐ Click **[Browse]** to locate the Reaffirmation Agreement on your hard drive or network.

- In the *File Upload* box, click on the *Files of type ▼* symbol.
- Select **All Files**.
- Right-click on the PDF document.
- Click on **Open** from the drop down list.
- Verify that it is the correct PDF document.
- Click **X** in the upper-right corner of the PDF document to close it.
- Double-Click the file name to attach the document to the electronic event.

☐ Click **[Submit]** if the filename is correct.

STEP 12 The **NAME/NUMBER VERIFICATION** screen displays.

☐ Verify the case name and number.

☐ Click the **[Submit]** button.

☐ Click the **[Submit]** button.

STEP 13 The **FINAL TEXT** screen displays.

☐ Click **[Submit]** if the text is correct, or use the back button to return to a previous screen to correct the error.

STEP 14: The **NOTICE OF ELECTRONIC FILING** screen appears

☐ Print a copy of the screen for your records. This is the verification of the date and time the Reaffirmation Agreement was filed with the court.

☐ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at:
<http://pacer.psc.uscourts.gov>.

Request For Special Notice

This procedure explains how to file a Request for Special Notice.

Multiple Requests for Special Notice may be filed simultaneously using **Creditor Batch Filing**.

- STEP 1** Click the [Bankruptcy](#) hypertext link on the ECF Main Menu. (See Figure 1.)

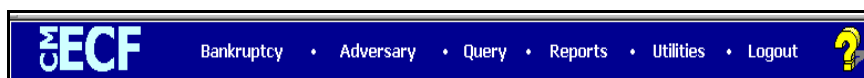


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- ☐ Click the [Creditor Batch Filings](#) hypertext link.

- STEP 3** The **CASE NUMBER** screen displays.

- ☐ Enter the first case number, including the hyphen, YY-NNNNN.
- ☐ Press the *Enter* key and enter the second case number. Proceed in this manner until all case numbers have been entered.
- ☐ Click **[Submit]**.

- **NOTE:** If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- STEP 4** The **FILE A COURT DOCUMENT** screen displays.

- ☐ Click the ▼ arrow and select **Request for Special Notice (Batch)** from the pick list.
- ☐ Click **[Submit]**.

- **NOTE:** Before you attach the Request for Special Notice document it must be converted to a pdf format and stored in a folder on your hard drive or computer network. The document must include a /s/ signature or an

image of a signature.

STEP 5 The **SELECT PDF DOCUMENT** screen displays.

- ☐ Click **[Browse]** to the right of the first case to locate the Request for Special Notice on your hard drive or network.
- Make certain the PDF image is attached to the applicable case. The case number displays to the left of your screen.
- ☐ Click on the Files of type ▼ symbol.
- ☐ Select *All Files*.
- ☐ Highlight the Request for Special Notice PDF file.
- ☐ Click on Open.
- ☐ Proceed in this manner to upload the image for each case.
- ☐ Click **[Submit]** after uploading the last pdf image.

STEP 6 The **SEARCH FOR PARTY** screen displays.

- ☐ Enter the last or business name of the Requestor (*the party to receive special notice*).
- ☐ Click **[Search]**.

STEP 7 If the search results displays a match, click the party's name to select them.

- ☐ Verify the party's address. Address information should be corrected when applicable.
- ☐ **Special Request (sr:pty) MUST** be selected as the **Role Type**.

STEP 8 (*Optional*): If there are no matches, the system will return a **No Person Found** message.

- ☐ Since the party is not already on the database, proceed to add the special request party. Click the **[Create New Party]** button.

STEP 9 The **PARTY INFORMATION** screen displays.

- ☐ Enter the **Name** and **Address** information in the appropriate boxes.

- ◆ **REMINDER: CM/ECF is case sensitive. Capitalize the first letter of the first and last name and type the remainder of the name in lower case.**
- ◆ **REMINDER: DO NOT USE COMMAS OR PERIODS WHEN ADDING NAME AND ADDRESS INFORMATION TO A CASE.**

☐ **Special Request (sr:pty) MUST** be selected as the **Role Type**.

☐ If the party is represented by an attorney click the **Attorney** button to add the attorney information. If not, click **[Submit]**.

STEP 11 *(Optional):* The **SEARCH FOR ATTORNEY** screen displays.

☐ Enter the attorney's bar id and/or last name.

☐ Click **Search**.

STEP 12 *(Optional):* The **ATTORNEY SELECTION** screen displays.

☐ Click the attorney name to select them.

☐ When the attorney is not listed click the **Create New Attorney** button and add the attorney's name and address information. Click **Add Attorney**.

☐ Click **[Submit]**.

STEP 13 The **SEARCH FOR PARTY** screen displays.

☐ Click **End Party Selection**.

☐ Click **[Submit]**.

STEP 14 The **DOCKET TEXT: Modify TEXT** screen displays.

☐ Enter the Requestor's name in the supplemental text box.

☐ Click **[Submit]**.

STEP 15 The **DOCKET TEXT: Final Text** screen displays.

☐ Verify the accuracy of the information. If an error is discovered abort by clicking Bankruptcy on the menu bar. Or click the back button to go back to the point of error and make appropriate corrections.

- ☐ Click **[Submit]**.

STEP 16 The **NOTICE OF ELECTRONIC FILING** screen appears

- ☐ Print a copy of the screen for your records. This is the verification of the date and time the Notices of Transfer of Claim was filed with the court.

➤ **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at:
<http://pacer.psc.uscourts.gov>.

WITHDRAWAL OF CLAIM

This procedure explains how to file a Withdrawal of Claim.

- STEP 1** Click the [Bankruptcy](#) hypertext link on the ECF Main Menu. (See Figure 1.)

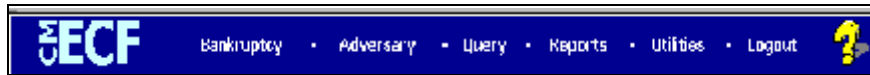


Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays.

- ' Click the [Creditor Claim Actions](#) hypertext link.

- STEP 3** The **CASE NUMBER** screen displays.

- ' Enter the case number, including the hyphen, YY-NNNNN.
- ' Click **[Submit]**.

% NOTE: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- STEP 4** The **SELECT ANY ADDITIONAL ATTORNEY(S)** screen displays.

- ' Click **[Submit]** to skip this screen

- STEP 5** The **SELECT THE PARTY** screen appears.

- ' Click on the name of the creditor.
- ' Click **[Submit]**.

- STEP 6** The **FILE A CLAIM ACTION** screen displays.

- ' Click the — arrow and select Withdrawal of Claim-Creditor Menu from the pick list.

- ' Click **[Submit]**

& **NOTE:** Before you attach the Withdrawal of Claim document it must be converted to a pdf format.

STEP 7 The **SELECT PDF DOCUMENT** screen displays.

- ' Click on the **[Browse]** to locate the Withdrawal of Claim on your hard drive or network.
- ' Locate the folder where the document is stored.
- ' Click on the Files of type — symbol.
- ' Select *All Files*.
- ' Select the pdf document.
- ' Click on Open.
- ' Click **[Submit]** if the filename is correct
- ' Click **[Submit]** on the next screen.

STEP 8: The **DOCKET TEXT: MODIFY AS APPROPRIATE** screen appears

- ' Enter additional remarks in the text box, if applicable.

STEP 9: The **DOCKET TEXT:FINAL TEXT** screen appears.

- ' Click **[Submit]** if the text is correct, or use the back button to return to a previous screen to correct the error.

STEP 10: The **NOTICE OF ELECTRONIC FILING** screen appears

- ' Print a copy of the screen for your records. This is the verification of the date and time the Withdrawal of Claim was filed with the court.

& **NOTE:** To view the document click on the hyperlink and enter your Public Access to Electronic Case Files (PACER) login and password. If you do not have a PACER account contact the PACER Service Center at:

<http://pacer.psc.uscourts.gov>.